



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, July 11, 2011 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	September 12, 2011

MEMBERS PRESENT

Jill Fuchs, President
Keith Rudy, Vice-President
Richard Snyder, Secretary
Charlie Eggleston, Complaint Officer
Leslie Persans, Education Officer
James Brockton
Kevin Reinike
Victor Kennedy
Dean Pierson

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Heeney, Deputy Attorney General (by phone)
Gayle Melvin, Administrative Specialist III
Kristen Gibbons, Hearing Officer

CALL TO ORDER

Ms. Fuchs called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the April 11, 2011 meeting. Mr. Eggleston made a motion, seconded by Ms. Persans to approve the minutes. The motion was unanimously carried.

OLD BUSINESS

Review of Information Received from Robert Coleman in Response to his Rule to Show Cause Hearing

The information submitted by Mr. Coleman was reviewed by the Board. Mr. Coleman submitted insurance information and a continuing education certificate. Ms. Persans made a motion, seconded by Mr. Eggleston to accept this information and that Mr. Coleman has complied with the 2008 to 2010 audit. The motion was unanimously carried.

Review of Information Received from Darin Martin in Response to his Rule to Show Cause Hearing

The information submitted by Mr. Martin was reviewed by the Board. Mr. Martin submitted proof of a bond and insurance, but had not completed the required continuing education. Ms. Melvin reported that she placed Mr. Martin's license in a revoked status since he had not replied within the 30 days as required by the Board's final order. The 30 days was over on June 9th and the information was received by the Division on June 13th. Mr. Eggleston made a motion, seconded by Ms. Persans to send Mr. Martin a letter advising that since he did not comply within the 30 days as required by the Board's final order, his license is now revoked and he will have to reapply in order to be licensed again in Delaware. The motion was unanimously carried.

NEW BUSINESS

Election of Officers

Mr. Kennedy made a motion, seconded by Mr. Brockton to nominate the same slate of officers which are as follows:

Ms. Fuchs – President
Mr. Rudy – Vice-President
Mr. Snyder – Secretary
Mr. Eggleston – Complaint Officer
Ms. Persans – Education Officer

The motion was unanimously carried.

Board members inquired about the expiration date of their terms. Ms. Melvin advised members when their terms expired and if it was their first or second term.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Ms. Melvin introduced Ms. Gibbons to the Board. Ms. Melvin explained that she is the newly hired hearing officer. She also explained about the legal section of the Division of Professional Regulation and how the hearing officers would be holding disciplinary hearings and rule to show cause hearings for the boards and commissions. Board members expressed their concerns with this new process. Members were concerned that they would not be able to hear testimony and to review the documents that were entered as exhibits during hearings. They requested that Mr. Collins attend the next Board meeting to discuss this matter.

PUBLIC COMMENT

There was no public comment at this meeting.

NEXT SCHEDULED MEETING

The next meeting was scheduled for September 12, 2011 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Rudy made a motion, seconded by Ms. Persans to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:33 a.m.

Respectfully submitted,



Gayle L. Melvin
Administrative Specialist III